

Job Announcement

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Opening Date:	March 14, 2013	Closing Date:	March 28, 2013
Job Title:	Law Librarian III	Position Type:	Regular Full Time
PIN:	084616	FLSA Status:	Exempt
Location:	Maryland State Law Library Annapolis, Maryland	Grade/Entry Salary Range:	J14 \$47,968 - \$57,442 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: The Maryland State Law Library is seeking a professional librarian to perform a variety of reference, collection management and cataloging functions. Provides advanced legal and general research, reference and referral services via telephone, e-mail, live online chat, and in-person, to the Maryland Judiciary, other State agencies, the legal community and the general public. Assistance is provided in an accurate and timely manner using sources in various formats, such as digital, print and microfilm. Manages the Library's State Agency Publications, Maryland History, and Maryland Law Collections, including: the conservation and preservation of fragile historical materials; collection assessment; space planning; inventory control; and other similar projects. Serves as the Library's primary contact with the State Publications Depository and Distribution Program, maintains the Library's digital repositories of state publications, and selects materials for inclusion in the digital repositories. Performs original cataloging of print and digital state publications using established national and local standards. Supervises part time Research Librarian. Performs other duties as assigned.

Education: Master's Degree in Library Science from an American Library Association (ALA) accredited college or university.

Experience: A minimum of three years of professional library experience in a library setting to include two years of legal research and reference services.

Note: Previous experience with digital collections and digital preservation preferred. Prior supervisory experience desired.

Skills/Abilities: Knowledge of the profession of librarianship, the legal system, and current information technology systems and trends. Knowledge of the Anglo-American Cataloging Rules (2nd ed.), RDA (Resource Description and Access) rules, MARC format, and Library of Congress subject heading and classification schemes and local or alternate cataloging rules. Knowledge of legal database retrieval and document delivery technologies, such as Westlaw. Knowledge of legal, historical and general information resources in multiple formats, including digital, print, and microfilm. Knowledge of library collection practices for physical resources, especially including the conservation and preservation of fragile historical materials. Knowledge of digital library concepts, including digital imaging standards and practices. Ability to prioritize and organize multiple tasks and duties. Ability to analyze and solve complex legal research/reference queries using both print and electronic sources. Ability to communicate effectively both orally and in writing. Ability to work well with a diverse group of customers using a variety of communication methods, including telephone, e-mail, live online chat, and in-person dialogue. Ability to sit for extended periods of time at a computer or reference desk. Ability to lift up to 20 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN number. Materials must be received in the Human Resources office at the address or email address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.